





Employees on Leave - Report Instructions




Use this report to display a list of employees that are currently on Leave and do not have a completed Return for Leave action.


1. From the main screen, type transaction code: **ZPAR019**.
2. Click the **Enter** button  or press **Enter** to continue.
3. **Reporting Period** – Choose a period from the list.
4. There are a couple of ways to search using this report:

- Click **Further selections** to add additional search fields. For example **Organizational Unit**.

Highlight the field name from the left, then click the **Add** button . **AND/OR**

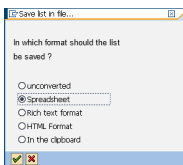
- Enter selection criteria, for example **Organizational Unit**.

NOTE: Click the **Multiple Selection** button  to enter more than one criterion.


5. Click the **Execute** button  or press **F8** to execute.
6. The report displays.

Export to Excel

- From the menu bar choose:
List → Export → Local File



- Choose Spreadsheet.
- Choose the file location and type the file name.
- Click **Generate**.

7. Click the **Back** button  or press **F3** to return to exit the report.

Last Name	First Name	Mid.	Pers Nbr	Position	Leave Effdt	Exp Ret Dt	A	R	Reason f.action text
					09/29/2011	11/25/2011	ZC	03	Sick
					06/12/2011	10/09/2011	ZB	02	Special for Investigative
					03/24/2011	05/24/2011	ZB	02	Special for Investigative
					03/16/2011		ZC	01	Military
					06/20/2011	12/31/9999	ZB	03	Administrative
					04/12/2011	05/12/2012	ZC	03	Sick
					04/14/2011	05/16/2011	ZB	03	Administrative
					04/13/2011	04/12/2012	ZC	03	Sick
					03/16/2011	05/11/2011	ZB	02	Special for Investigative
					06/01/2011	06/01/2012	ZC	01	Military
					09/30/2011	09/29/2012	ZC	03	Sick
					10/10/2011	10/10/2012	ZC	03	Sick
					08/17/2011	12/31/9999	ZB	03	Administrative